



America's Jewish Television Network

BOOKING PRODUCER

Jewish Broadcasting Service (JBS)

Location: New York Area (Hybrid). In-person required for regular studio production days, typically Tuesdays, Wednesdays and Thursdays, with additional in-person availability as needed.

Salary range: \$80,000–\$100,000

About JBS

Jewish Broadcasting Service (JBS) is a nonprofit Jewish media organization with decades of reach, trust, and credibility. JBS produces and distributes programming that reflects the breadth of Jewish life—spanning culture, ideas, current affairs, and tradition—bringing a wide range of voices and perspectives into conversation.

JBS reaches more than 300,000 cable households each month and is actively expanding across digital platforms. The next chapter of JBS is about bringing Jewish life, learning, and conversation to every platform where audiences engage, with the same editorial independence and integrity that has defined the organization for decades.

The Opportunity

JBS produces original programming every week — interviews, cultural programming, education, news, and live events. The guests who sit across from our hosts are a critical part of what makes that programming compelling. The research that goes into each conversation is what makes it worth watching. And the relationships that extend beyond the taping are what build JBS's reach.

This role serves as the dedicated producer for JBS's flagship programs such as, *Jewish Insights with Justin Pines* and *In the Spotlight with Abigail Pogrebin*, with full responsibility for managing the guest lifecycle across both shows.

You will support other JBS productions as well, current and developing new ones, with the role designed to remain flexible and responsive to the network's evolving programming needs.

From identifying the right voices for JBS to shaping the conversation, overseeing production, and supporting how each episode reaches its audience, you will steward the full lifecycle of a program. This is a hands-on, high-ownership role that moves seamlessly between editorial judgment and execution. It requires rigor, initiative, and care at every stage—research,

preparation, production, and guest experience. If that range energizes you, and if engaging meaningfully with Jewish life matters to you, this role offers real responsibility and impact.

What You'll Own

Guest Research & Sourcing

- Proactively identify and pitch compelling guests for Jewish Insights with Justin Pines and In the Spotlight with Abigail Pogrebin
- Conduct deep research on every prospective guest — background, previous interviews, published work, and community standing
- Monitor Jewish news, culture, and events to surface timely and relevant booking opportunities
- Review and respond to incoming pitches and requests for appearances
- Maintain a guest pipeline that stays 3–6 weeks ahead across both shows
- Provide booking oversight and support for additional JBS programming as the slate grows

Interview Preparation

- Prepare comprehensive research briefs for every host before each taping that enable substantive conversation
- Write suggested questions and talking points tailored to each guest and each show
- Elevate the quality of every JBS interview by ensuring hosts walk in deeply prepared

Booking & Negotiation

- Initiate outreach to guests and their representatives — publicists, PR contacts, organizational communications staff
- Run guest ideas past hosts for editorial alignment before confirming
- Negotiate and confirm all appearance logistics
- Manage the full confirmation process through to the day of taping

Guest Intake & On-Site Management

- Own full guest intake — bio, headshot, waiver, studio directions or Zoom invite
- Prepare guest intros for hosts
- Greet and manage guests on taping days — this is a hands-on, in-person function
- Support the technical team as a production assistant
- Ensure the studio and green room are prepared, and presentable for guest hospitality

Studio Scheduling

- Own the master studio production calendar — single source of truth in Airtable

- Coordinate with the IT & Broadcast Engineer and Head of Production on studio availability and setup
- Ensure no scheduling conflicts and adequate turnaround time between tapings

Post-Taping & Distribution

- Notify guests of air dates immediately after scheduling
- Send a premiere day message to every guest with their YouTube link, Spotify and Apple Podcasts episode
- Receive all finished clips, graphics, and assets from the Digital Growth Manager and deliver them directly to guests — you are the guest's single point of contact from booking through post-broadcast
- Actively encourage and facilitate guest cross-posting on their own social channels — every guest is a distribution channel

Digital Collaboration

- Work hand in hand with the Digital Growth Manager across all post-production asset creation — this is an ongoing, daily working relationship, not a handoff
- Provide timestamps, content notes, and highlight flags for every episode so the Digital Growth Manager can produce clips efficiently
- Share guest social handles and cross-posting preferences with the Digital Growth Manager so amplification can be tracked and supported on the backend
- Identify and flag behind-the-scenes content opportunities — pre-taping moments, guest arrivals, candid exchanges — for the Digital Growth Manager to use across platforms
- Treat every guest relationship as a distribution channel — your job doesn't end when the taping ends

Special Programming

- Source and secure permission for special occasion programming — holidays, days of commemoration, breaking Jewish news events
- Reach out to organizations, government offices, embassies, and PR groups for special content rights
- Source and book Justin Pines for speaking engagements

What This Role Requires

You are a researcher and a relationship manager in equal measure. You know how to find the right person, make the right case for why they should appear on JBS, and make the experience good enough that they want to come back and tell others.

You understand content. You can watch a JBS interview and know what made it work and what didn't. You can read about a prospective guest and know immediately whether they belong on this channel. Your editorial instincts are sharp enough that hosts trust your judgment.

You are an excellent writer. You elevate the quality of every interview by ensuring hosts walk in deeply prepared, with clear framing, strong context, and thoughtful questions.

You are organized and process-driven. The guest lifecycle has many moving parts — research, outreach, confirmation, intake, scheduling, taping, post-broadcast. You build systems that make sure nothing falls through the cracks.

You are a credible representative of JBS externally. You interact with publicists, authors, academics, community leaders, and public figures. You are professional, warm, and genuinely enthusiastic about what JBS does.

You are comfortable with logistics, including greeting guests, managing the studio calendar, coordinating with engineers and producers.

Qualifications

- 3–5 years of experience in television or video production, talent booking, or broadcast journalism
- Demonstrated experience booking guests or managing talent relationships — publicist, network, cable, podcast, or media organization experience is relevant
- Strong research skills — you can find anyone and build a compelling case for their appearance
- Excellent written communication — you write briefs, outreach emails, and guest correspondence that are clear, warm, and professional
- Familiarity with production scheduling and project management tools
- Knowledge of, and genuine interest in the Jewish community, Jewish news, and Jewish public life

JBS Core Values

- Learning Mindset — continuous learning, honest reflection
- Entrepreneurial Spirit — initiative, building, iteration
- Balance — integrity, pluralism, sustainability
- Honor — excellence, respect, mission commitment

We care far more about ability, judgment, and growth mindset than years of experience or titles.

Please send your CV and cover letter to Vlada Barash at vbarash@jbstv.org.